



APPLICATION & REGISTRATION

Submission of this form indicates that applicant is interested and prepared to commit to participation in event. Please do not submit this application unless you are sure of your availability, preparedness to vend, ability to remit payment or donation, and any other factors that go into your decision to participate. Time and resources go into processing each and every application; serious inquiries only please!

All vendors will need to be aware that this is a family event. Vendors are expected to conduct themselves in an appropriate manner; Refrain from vulgar or explicit language or clothing; Ensure that all trash around table/space area has been picked up and thrown away; Refrain from smoking or vaping on Edison Park property; Complete Suggestion Evaluation Form.

EVENT DATE

Saturday, October 6th; 6-8:30pm

LOCATION

Foundations Fall Family Fest takes place at Foundations Child Care Center @ Edison Park.

Address: 603 W. Edison Rd. Mishawaka, IN 46545

The venue is conveniently located off Edison Road, in-between Hickory and Grape Rd.

The venue is outdoors and will be brought inside should it rain. Vendors are welcome to bring a tent or awning for their display.

FEE, SPACE SIZE, AND AMENITIES

- Vendor Fee: The vendor fee is a minimum of a \$25 product donation/basket or \$25.
- Vendors keep 100% of their sales revenue.
- Each vendor is entitled to a 6-8 foot table space (or a setup area that is equivalent in size).
- Larger vendor spaces may be available, on request.

- Electricity is available in select areas, for no additional charge.
- Indoor restrooms are available onsite.
- Meal and snack vendors will be onsite.
- One table and two chairs will be provided per vendor. You are welcome to bring your own tables & chairs, too.
- Setup and display items must be provided by vendor, including but not limited to: Tables, Chairs, Tablecloths, Products, and Signage.
- Additional 6 Foot Tables (limited) are available for a rental rate of \$5 and must be purchased no later than three days prior to event.

SETUP & BREAKDOWN

Vendors are required to stay for the duration of the show, as well as setup and breakdown within the allotted times.

Setup time begins at 2:00pm and continues until 5:30pm.

Breakdown time will be after 8:30pm when the event concludes. Due to safety considerations, we ask that vehicles not be pulled up to vendor areas until the guests have departed.

ITEM DESCRIPTION

All aspects of what you intend to sell must be addressed on this application form. Should an approved vendor be interested in adding any additional types of products after application, they must be approved prior to the show date. Example: if applicant types "bath and body products" on the application form but brings additional items to the show (ex: t-shirts, jewelry or other non- bath and body products), applicant may be asked to remove them(s). Vendors are chosen based on their application forms, so we must know each general type of item you want to sell.

PROMOTIONAL RESPONSIBILITY

We expect all vendors to take part in helping to promote this event.

If you are not interested in regularly posting on social media sites, distributing some flyers, posting information on community boards, talking to friends, etc. this is not the show for you.

Our goal is to showcase vendors who are just as passionate about keeping things as family friendly as we are! We do heavy marketing, but in a niche scene like this, the power lays in word of mouth and making an effort to spread the word.

APPLICATION RESPONSE

The response process isn't always quick and we often do not send denial messages. This is because we are often choosing vendors right until the very end. Some accepted vendors back out or do not complete the required paperwork, submit their donation, etc., and so, we like to keep things open, as a vendor not

originally chosen may be accepted later on. We will do our best to communicate with everyone- just please be patient!

ADDITIONAL INFO

- Event is Rain or Shine.
- This event is FREE.
- Foundations Fall Festival typically hosts between 25-30 vendors, per event.
- All vendors will be required to sign & submit an indemnification form prior to participation.

Contact us at: foundationsccc@comcast.net with any additional questions and inquiries!



Vendor Application *Required

First and Last Name(s): * _____ Vendor Title: _____

Email: * _____

Please write your email address the way you would when sending an email. Please use proper symbols (@, .) and do not add spaces.

Phone Number with Area Code: * _____

Can this number accept text messages? * Yes No

Mailing Address: * _____ City: _____ State: _____ Zip Code: _____

Briefly LIST all of the types of items you intend to sell: *

Price range of your items: *

- | | | | |
|---------------------------------|----------------------------------|-----------------------------------|-------------------------------------|
| <input type="checkbox"/> \$1-5 | <input type="checkbox"/> \$16-30 | <input type="checkbox"/> \$51-75 | <input type="checkbox"/> \$100-150 |
| <input type="checkbox"/> \$6-15 | <input type="checkbox"/> \$31-50 | <input type="checkbox"/> \$76-100 | <input type="checkbox"/> Over \$150 |

Will you provide your own table, or will you need to rent one? *

- ☐ I'll bring my own 6-8' table.
- ☐ I'll need to rent a table.
- ☐ I've got an alternative setup and will not be using a table.

General Liability Insurance / "Hold Harmless" a) Any vendor that has a Commercial General Liability policy is to show proof of general liability coverage with Foundations as additionally insured. The certificate must be presented upon set up of display. b) Any vendor that does not carry commercial general liability insurance-INDEMNITY AGAINST GENERAL CLAIMS. I hereby agree to indemnify, defend and save hold harmless Foundations Child Care Center, it's officers, directors, employees, and volunteers from and against, and to reimburse the Indemnified party with respect to, any and all claims, demands, causes for action, losses, damages, liabilities, costs and expenses (including reasonable attorneys fees and expenses, court costs and costs appeals) asserted against or incurred by the Indemnified Party by reason of or arising out of the display or sale of items by the undersigned on the premises of Foundations Child Care Center. This agreement shall be binding on the parties hereto, their successors and assigns. I have read and understand the Rules and Regulations and agree to the Indemnity against general claims clause.

Vendor agrees to the Bazaar Guidelines: _____

Signature

Date